



APPLICATION FOR EMPLOYMENT CITY OF COLLEGE PARK, MARYLAND

Return to: Office of Human Resources
4500 Knox Road
College Park, MD 20740
Phone: 240-487-3533
Fax: 301-277-4188
humanresources@collepenarkmd.gov

Resume **CANNOT** substitute for completion of all parts of application.

Position Applied For: _____ Application
Date: _____

1. Personal History

Name	Other names you have used if needed for verification of employment or education record.
------	---

Address _____ Home Phone _____ - _____ - _____
Area Code
City _____ State _____ Zip _____ Work Phone _____ - _____ - _____
Area Code

2. Education

A. High School

Name of High School or GED Issuer	City	State	Did you Graduate?	
			Yes	No
			Yes	No

Years Completed 1 2 3 4 5 6 7 8 9 10 11 12 (Circle Highest Grade)

B. College or University

Name of College and Location	Subject Major Minor	Number of Years Attended	Degree Received

C. Other Training

Name and Address of School	Study or Specialization	From	To

(Revised 05/2008)

3. Employment History_

List last 10 years of employment history starting with your present or most recent position. Include all relevant paid, non-paid, volunteer, and military experience. List promotions as separate jobs. Resume **CANNOT** substitute for completion of this page. May we contact your current employer? ____Yes ____No

Name and Address of Employer	Dates Employed From Month/Yr To Month/Yr	Salary/Earnings Starting \$_____Per_____ Ending \$_____Per_____
Exact title of your position	Name of Immediate Supervisor _____ Area Code - Number	Reason for Leaving
Description of work:		

Name and Address of Employer	Dates Employed From Month/Yr To Month/Yr	Salary/Earnings Starting \$_____Per_____ Ending \$_____Per_____
Exact title of your position	Name of Immediate Supervisor _____ Area Code - Number	Reason for Leaving
Description of work:		

Name and Address of Employer	Dates Employed From Month/Yr To Month/Yr	Salary/Earnings Starting \$_____Per_____ Ending \$_____Per_____
Exact title of your position	Name of Immediate Supervisor _____ Area Code - Number	Reason for Leaving
Description of work:		

Attach additional sheets or continue on Page 6 if necessary.

4. Military Record

Have you ever served on active duty in the armed forces of the United States? ____Yes ____No

Type of Discharge: Dates of Active Duty (Month, Day, Year)

From:

To:

Member of Reserve? ____Yes ____No ____Active ____Inactive

5. Court Record

Have you ever been convicted of a crime? ____Yes ____No. If yes, list all such matters regardless of disposition .

Conviction will not necessarily disqualify an applicant from employment.

Date	Place and Department	Charge	Disposition	Details

6. Membership in Organizations

Are you or have you been a member in professional organizations related to the position applied for?
____Yes ____No. If yes, list below.

Name	City and State	Former	Present	If present, list position and extent of activity

7. Friends and Relatives Employed by the City of College Park

Do you have any friends and/or relatives employed by the City of College Park? ____Yes ____No. If yes, list names, relationship, position and department.

Name(s)	Relationship	Position	Department

8. Physical Data

Having read the job description, are you able to perform all essential elements of the position? ____Yes ____No
If no, explain below.

9. Skills (Complete only if related to the position applied for)

Do you have a valid driver's license? ____Yes ____No State of Issue _____
Is your license ____Commercial ____ Non-Commercial ____Motorcycle

If commercial, what class license do you have? ____A ____B

Endorsements_____

License Number(s)_____

List any special qualifications, skills or licenses you hold relevant to the position for which you are applying which are not covered elsewhere in this application, to include office equipment, construction equipment and language skills.

10. Other Professional References

Other professional references not listed in employment history.

Years known	Name	Address	Business or Organization	Telephone Number

11. Prior Employment with the City of College Park

Have you ever applied for employment with the City of College Park before? ____Yes ____No

If yes, what position (s)? _____ When? _____

Have you ever been employed by the City of College Park before? ____Yes ____No

If yes, what position(s)?_____

Dates of prior employment_____to_____

Reason for leaving



12. Polygraph Law

UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT ANY INDIVIDUAL SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST. ANY EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.00.

I ACKNOWLEDGE HAVING READ THE NOTICE ABOVE:

SIGNATURE _____.

13. Personal Declarations

1. Within the last five years, have you been fired for any reason? _____ Yes _____ No
If "Yes", give details on Page 6 of this application.
2. Within the last five years, have you quit a job after being notified that you would be fired? _____ Yes _____ No
If "Yes", give details on Page 6 of this application.

A. UNDER THE IMMIGRATION CONTROL ACT OF 1986, AN EMPLOYER IS REQUIRED TO HIRE ONLY U.S. CITIZENS AND OTHER PERSONS LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES. APPLICANTS WHO ARE SELECTED FOR EMPLOYMENT WILL BE REQUIRED TO SHOW AND VERIFY AUTHORIZATION TO WORK IN THE UNITED STATES, WITHIN THREE (3) DAYS OF BEGINNING WORK.

B. I understand that I may be required to submit to job related examinations or skills testing. I also understand that if offered a position, I must submit to a pre-employment physical examination that includes a drug screening.

C. Acceptance of this application is not intended to create or imply a contractual relationship. If hired, I understand I will be required to serve a probationary period during which time my job performance and conduct will be evaluated, and that my employment may be terminated if either performance or conduct is unsatisfactory. I also understand that all benefits of employment are subject to change with or without notice.

D. I authorize investigation of all statements contained in this application for employment. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work.

E. I certify that every answer and statement that I have made in this application is true and complete to the best of my knowledge.

Applicant's Signature

Date

The City of College Park considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, non-disqualifying physical or mental handicap, personal appearance, political opinion, sexual orientation, labor organization affiliation, or any other legally protected status.

ADDITIONAL INFORMATION

INDICATE SECTION NUMBER FOR WHICH ADDITIONAL INFORMATION IS PROVIDED.

APPLICATION INFORMATION

A resume, cover letter or other related information may be attached to the completed application form for any advertised position.

If a resume, cover letter or other additions to the application are required, it will be listed in the posting.

Attachment of a resume cannot substitute for completion of the application form. **All sections of the application form must be fully completed even if the answers duplicate information on the resume.** "See Resume" is not an acceptable answer to any question or section of the application form.

The Personal Declarations page of the application form (page 5) contains notification of the Maryland polygraph law. In accordance with Maryland law, the applicant must acknowledge this notice by signature in the box provided. This is in addition to the signature required at the end of the application form.

The closing date deadline for submission of completed applications is listed in the recruitment posting.

**EQUAL EMPLOYMENT OPPORTUNITY
VOLUNTARY SURVEY**

The City of College Park is an equal opportunity employer in its hiring practices and personnel actions. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, non-disqualifying physical or mental handicap, political opinion, sexual orientation, labor organization affiliation, or any other legally protected status. We are asking you to voluntarily help us monitor the effectiveness of our recruitment efforts by completing this form. The information is for statistical purposes only and will be filed separately from your application.

Position Applied For _____

Date _____

Name _____

—
Street

Address _____

—

City _____ State _____ Zip

Code _____

Birth Date _____
Month Day Year

Sex: ____ Male ____ Female

Ethnic Origin (please check one)

____ White (Not Hispanic or Latino)

____ Asian or Pacific Islander

____ Black (Not Hispanic or Latino)

____ American Indian or Alaskan Native

____ Hispanic or Latino

____ More than one Race or

Ethnicity

Disability: ____ Yes ____ No

Describe disabling condition that may require
accommodation: _____

—

Veteran of Vietnam Era 1962-1975? ☐ Yes ☐ No

How did you learn of this job for which you are applying?

☐ Walk-in ☐ Newspaper Advertisement _____
Name of paper

☐ From a City Employee ☐ City's Web Page

Other _____
Please describe